

**HIGHLANDS RECREATION DISTRICT BOARD MEETING**  
**Tuesday, April 8, 2014**

Attendants:

BOARD-

Pam Merkadeau (PM)  
Jim Sell (JS)  
Michelle McNeil (MM)  
Hal Carroll (HC)

Johanna Anton (JA) (arrived at 7:30 PM)

STAFF-

Brigitte Shearer (BS)  
Rebecca Hitchcock (RH)  
Bryce Zuzack (BZ)  
Jeff Schwartz (JS)

**CALL TO ORDER**

The meeting was called to order at 7:06 pm by Board Member MM

**REVIEW AND APPROVAL OF THE MINUTES**

Board Member JS made a motion to approve the minutes of the March 11, 2014 Regular Board Meeting (HC second). The Board voted as follows: JS: Yes, HC: Yes, PM: Yes, MM: Yes. (JA absent).

**INTRODUCTION OF GUESTS**

Bev Madden (arrived at 7:08PM)

**COMMUNICATIONS, ANNOUNCEMENTS & COMMENTS FROM THE AUDIENCE**

None

**MANAGER'S REPORT**

A. Programming –

- a. EEC – 1 staff member on maternity leave. Staffing schedule has been adjusted accordingly.
- b. Pool – New pool furniture has been placed on the pool deck. New flags have been installed for greater swimmer safety. The pool deck resurfacing is continuing. It has been hampered slightly by rainy weather. The pool bathroom epoxy repair is underway, but not complete.
- c. Seasonal – The Easter event will be on April 19. The theater program was a success, but produced some transport logistics which will be addressed before

next year's program. The Community Health Fair will occur May 10. Flyers for the Easter Event and the Health Fair were distributed.

- d. ASP – ASP and In Crowd revenues continue to be strong. Spring camp enrollment is in progress; Flyers for spring and summer camp have been distributed to schools. Operating expenses are under budget.

B. Facilities & Grounds – For continuing ADA upgrades, we have requested quotes for rubber playground surfacing. BSS has requested that DPW schedule the upcoming sewer repairs on Lexington Avenue for May or early June, before the Rec summer season begins. Additional drop off lane request documentation has been submitted to the County. Cracks have been noted on the tennis courts. BSS will investigate. Pile burns occurred in the open space from April 1 – 4. CCC continues its clearing work in the open space for another 2-3 weeks. BSS visited the open space behind Tarrytown with a civil engineer. He will be discussing options with the County.

C. Administration – 8 of 18 eligible employees have elected to participate in the FSA plan. BSS and supervisors will attend a staff retreat April 28-30. In light of recent measles incidents and our unimmunized infant population, the HRD is reviewing its policies regarding unimmunized children. BSS will prepare a communication to the community. The reserve study is underway. BSS worked with the HCA to prepare a document distinguishing HRD vs HCA.

## **COMMITTEE REPORTS**

None

## **FINANCIAL REPORT**

The Rec. is 8 months into its fiscal year, or 75% into its budget year. The Board reviewed the financial reports. EEC revenue reflects additional filled spots. Swim team contractor expenses are no longer shown under Program Specialist. Overall program specialist expenses are lower due to lower seasonal program/ class enrollments. YTD revenue is higher than last year due to higher property tax revenue and EEC revenue. Other programs are at or near last year's revenue levels. Expenses are slightly higher than last year, primarily due to additional staffing in EEC and higher pool wages. Fixed asset expenditures to date are lower than last year. Pool furniture and pool deck resurfacing balances will be paid in April.

## **UNFINISHED BUSINESS**

A. Gym Ceiling Update – BSS presented the sample acoustical banners which will be placed in the rafters for consideration. We're also collecting bids for upgrades to electrical, ceiling staining, installation of skylights and replacement of windows.

## **NEW BUSINESS**

- A. Brown Act – The Board was informed of changes to the Brown Act which now requires that each vote be recorded individually.
- B. Preliminary Guard Office/ Pool Entrance Schematics – The Board reviewed the three schematics prepared for potential guard office/ fitness room redesign. Board Member HC requested an additional version which presents only changes required for ADA access to pool and necessary guard office upgrades.

- C. Scheduling Finance and Personnel Committee meetings – potential meeting dates were discussed.
- D. GM performance review structure – Board Members JA & PM will prepare a composite review template for Board Members to complete. BSS will also prepare a self-assessment. BSS will consult with Counsel to confirm specifics.
- E. UPCOMING MEETINGS: MAY 13, JUNE 10

### **PAYMENT OF THE BILLS**

Bills were passed for the Board's review and signatures. Board Member PM's questions were addressed. Board Member JS made a motion to pay the bills (HC second) and the motion passed. JS: Yes, HC: Yes, PM: Yes, MM: Yes; JA: Yes.

### **ADJOURNMENT**

Board Member JS made a motion to adjourn the meeting (HC second) and the motion was passed. JS: Yes, HC: Yes, PM: Yes, MM: Yes; JA: Yes. The meeting was adjourned at 8:44 pm.

Respectfully submitted,

Brigitte Shearer  
Board Secretary